

Course Options – 2014-15 Instructions for Nonprofit Applicants

Only nonprofit organizations approved by the Department of Public Instruction are included in the educational institutions that may offer courses under Wis. Stat., sec. 118.52 (Course Options).

Eligible Applicants:

Only private schools located in Wisconsin that are accredited by at least one of the following: (1) AdvancED; (2) Wisconsin Religious and Independent School Association; or (3) Independent School Association of the Central States are eligible to apply to provide courses under Wis. Stat., 118.52. Located for purposes of this application means the applicant's administrative headquarters and places of business are in Wisconsin.

Application Instructions:

The application form must be completed and submitted to the Department of Public Instruction, with the required attachments, **no later than April 1, 2014**.

Complete the General Information Section.

Identify which accrediting organization(s) has accredited the Wisconsin nonprofit private school applicant.

Attach the following:

- (1) A copy of the organization's IRS 501(c)3 determination letter.
- (2) A copy of the applicant's current certificate of insurance showing the applicant has the required level of insurance coverage as listed in the assurance section of this form and that the Department of Public Instruction is listed as a certificate holder.
- (3) A letter from one of the above accrediting organizations stating the applicant is currently accredited. The letter may not be dated more than 30 days before the date on this application.
- (4) A copy of the private school's certification of occupancy. If a certificate of occupancy is not available, the private school must submit a letter from the municipality in which the school is located stating the school meets all applicable building code requirements.

Read the assurances.

Sign the application agreeing to comply with all assurances and applicable laws.

Notification:

Applicants must receive notification of approval, in writing, from the Department of Public Instruction, prior to accepting any applications for courses under Wis. Stat., sec. 118.52.

Questions: Please contact Kevin Miller at 608-267-3161, 800-441-4563 or Kevin.miller@dpi.wi.gov.